

SOP 8 - Equipment and Glassware

A. Equipment Maintenance

1. Equipment should be inspected and maintained regularly.
2. Servicing schedules depend upon the possibilities and consequences of equipment failure.
3. Equipment that is out of service should be disabled so that it cannot be restarted until repairs are made on it.

B. Handle and store glassware to reduce the potential for damage.

1. Inserting glass tubing into rubber stoppers:
 - a. Wear appropriate hand protection.
 - b. Use fire polished or rounded tubing.
 - c. Lubricate the tubing prior to insertion.
 - d. Hold hands closely together to limit the movement of glass should fracture occur.
2. Use proper annealing when performing glass blowing operations.
3. See SOP: Pressure and Vacuum Operations, for general practices for handling glassware in pressure or vacuum processes.
4. Discard or repair damaged glassware.
5. Wear hand protection when picking up broken glass.
6. Use a brush and dustpan when cleaning small pieces of broken glass.
7. Insure that first-time users are properly instructed in operations involving special glassware designs.
8. Plan for potential glassware failure, because glass can unexpectedly fail due to mechanical impacts or assembly and tightening stresses.